

## COMMERCIAL BUSINESS LICENSE APPLICATION

Send all completed and properly signed forms (including attachments as necessary) along with applicable licensing fees to:  
West Valley City Business Licensing, 3600 S. Constitution Blvd., West Valley City UT 84119 (TELEPHONE: 963-3290)

Section 1: Business Information		
Registered Business Name (owner name last, first if not registered):	Parcel #:	
Location of Business:	Apt/Suite No.	
City:	State:	Zip Code:
Business Telephone:	Business Fax:	
Business Contact Person:	Direct Telephone #:	
<b>EMAIL IS REQUIRED (City Ord. 18-24) APPLICATION WILL BE REJECTED IF LEFT BLANK</b>	<b>EMAIL:</b>	
Section 2: Owner Information		
Business Owner(s): (use additional sheet if necessary)		
Owner Physical Address:	Apt. No.	
City:	State:	Zip Code:
Home Telephone:	Phone (Other):	
<b>INCLUDE A COPY OF A PHOTO ID. IF INCORPORATED, ONE OF THE OFFICER'S PHOTO ID.</b>		
Section 3: Business Mailing Address (This is the address where all license and renewal forms will be sent)		
<input type="checkbox"/> Same as Section 1	<input type="checkbox"/> Same as Section 2	<input type="checkbox"/> Send all correspondence to:
Type of Organization: (include copies of the first page of filed Articles of Incorporation or Organization, if applicable)		
<input type="checkbox"/> Corporation; <input type="checkbox"/> S-Corp; <input type="checkbox"/> LLC; <input type="checkbox"/> LP; <input type="checkbox"/> Partnership; <input type="checkbox"/> Sole Proprietor; <input type="checkbox"/> Other		
Entity #:	State License # (if applicable):	
State Tax # (if applicable)	Federal Tax # (EIN):	
Projected Opening Date for Business:		
Detailed Description of Business: (Include attachment if necessary)		
<input type="checkbox"/> Business will use an electronic status verification system to verify the federal legal working status of all new employees.		
This form is an application for a business license; the actual license will be issued only when all inspections have been approved. All information must be completed or the issuance of a license will be delayed. It is a Class "B" Misdemeanor to own or operate a business in West Valley City without a current business license. By signing below, I agree to permit the West Valley City Police Department to take all actions necessary to remove trespassers from the business property without advance notification or permission and will be deemed to have duly executed the trespass affidavit available upon request from the Business License Officer. I hereby represent that I have authority to give such permission. I understand that this is optional and that I may opt out by submitting a signed letter to the Business License Officer. This provision is not applicable to home based businesses and residential rentals. I/We hereby agree to conduct said business strictly in accordance with the Laws and Ordinances covering such business, and swear under penalty of law that the information contained herein is true.		
Signed by:		(Owner/Officer)
Date:	Title:	

# WEST VALLEY CITY BUSINESS LICENSING

3600 Constitution Blvd. West Valley City UT 84119

PHONE: 801 963-3290 / 801 963-3287

www.wvc-ut.gov

## CALCULATION OF FEES FOR BUSINESS LICENSES:

- |   |         |
|---|---------|
| 1. <b>Base Fee of \$110</b> applies to <b>ALL BUSINESSES EXCEPT</b> landlords with less than <b>3 rental units. (Example: Duplex 2 units) <u>Disproportionate fee</u> only will apply in such cases.</b>                        | _____ + |
| 2. <b>Disproportionate Fees &amp; Special Regulatory Fees</b> (see Fee Schedule below):<br>(10-32131)   | _____ + |
| 3. <b>Inspection Fee:</b> <i>Only required on new or relocated businesses</i> \$50.00<br>(Residential Rental Dwellings Exempt) (BLDG/FIRE: 10-32140) (PLAN/ZONE:10-34309)   | _____ + |
| 4. <b>Employees:</b> (applies to all businesses) \$10.00 x _____ each employee =<br>(For example: # of employees leased or on payroll, # of employees working at, out of, or dispatched from the licensed location.) (10-32101) | _____ + |
| 5. <b>Vehicle Parking Stickers</b> \$0.50 x _____ no. of stickers required =<br>(for delivery vehicles only; one vehicle per home occupation business) (10-32101)   | _____ + |
| 6. <b>Alcohol License Fee</b> (each alcohol license is \$500) (10-32102)  | _____ + |
| 7. <b>Late Fee (total <u>all fees</u> above and multiply by .5 or .75 or 1.0 depending on penalty</b><br>(10-32103)   | _____ + |
| 8. <b>Childcare, Pre- School, Lunch Truck, Nursing Home, Fire Inspection \$72</b><br>(10-32219)   | _____ + |
| <b>TOTAL DUE – Please make checks payable to West Valley City:</b>  | _____ = |

### BUSINESS LICENSE FEE SCHEDULE

Business Description	Regulatory Fee	+ Disproportionate Fee
Alcoholic Beverage Licensed Businesses (except restaurants)*	\$500	\$1000
Alcoholic Beverage Licensed Restaurant (BEER AND/OR LIQUOR)	\$500 each	-
Banks and Credit Unions		\$500
Department Stores & Shopping Mall Management Offices		\$1000
Drive-In Motion Picture Theaters		\$1000
Home Improvement Center		\$1000
Hotels and Motels		\$1500
Mobile Home Parks		\$31 x _____ # of pads = \$ _____
Rental Dwelling Units (single family, duplex, tri-plex, multi-family)		\$35 x _____ # of units = \$ _____
<b>Good Landlord Program Eliminated. Regular fee reduced for everyone. City Ordinance: 17-2-800P</b>		
<b>Pawnshops</b> Includes buying and selling precious metals. <b>New jewelry dealers exempt</b>	\$500	\$1200
Racetrack		\$1000
Salvage Yards	\$1000	\$100

Utah Code Section 10-1-203(7)(b) provides an exemption from business license fees for home based businesses that do not have a material off-site impact. If you believe you qualify for this exemption, please include with this renewal form, on a separate piece of paper a written explanation.

## Business Licensing Steps

The State of Utah has developed a "One-Stop Online Business Registration" website that streamlines the process of registering a new business. The site is available 24 hours a day. It will guide you through a series of questions designed to comply with federal and state (and eventually even local) government registration requirements. There is no extra cost involved with the online registration; only the customary fees charged by the agency itself. The website address is: [www.business.utah.gov/registration](http://www.business.utah.gov/registration) . It is easy and a lot less cumbersome than physically visiting each agency in person.

**If your business entity will be: temporary (less than 90 days);** involved in the sale of alcohol; door-to-door or street to street (i.e., ice cream vendor) solicitation; or a sexually-oriented business, you will need to contact the Business License Division directly to obtain the information specific for your business license.

**Please note: Before you decide on your business location, it is advisable to contact the Planning/Zoning Department to determine whether your business activity is allowable at that address.**

### 1. Registration of a Business Name

All entities doing business in Utah under an assumed business name must register with the State of Utah, Department of Commerce. If you are using your own name as your business name it will not need to be registered. However, if you use any other name, or even your abbreviated name, you are required to register the name. This is called a fictitious name registration or D.B.A "Doing Business As" registration. For example, if your name is: Randy M. Jones and you name your business Randy Jones, you will not have to register it, but if you call it RMJ Enterprises, you will have to register the name. Corporations register their name when they file their Articles of Incorporation.

The above mentioned website will assist you in registering your name. You will be able to complete a preliminary search to see if the name is available and then take steps to register it. The Department of Commerce charges a \$22.00 fee to register a DBA.

**Note:** If you do not want to use the on-line registration, you can go to the Department of Commerce in person. Using the method of fax or by mail will delay the processing of your license considerably. This delay is due to the fact that our license department needs proof that you have registered the name and that can only be done once the Department of Commerce provides the business owner with a receipt of the registration.

There are **two locations where you can register your business name:**

- Heber M. Wells Bldg, 160 East 300 South, 1st Floor, Salt Lake City, UT (Telephone: 801-530-4849)
- State Tax Commission, 210 North 1950 West, Salt Lake City, UT (Telephone: 801-297-2200)

### 2. Obtain a State Sales Tax Number

Most businesses are required to collect and remit sales tax for the products (and some services) they provide to consumers. If you use the abovementioned website, you will obtain a sales tax number during this process. If you choose not to use the website, you can go to the two addresses listed above (where you can register for the business name) and also obtain the sales tax number. Please note that sales tax is coded to the city in which your business is located. It is expected that for every sales tax number related to West Valley City, there should be a corresponding business license issued by our City. To obtain a Temporary Sales Tax # call 801-297-6303.

### 3. Obtain "Employer" Related Tax Numbers

If you will have employees, you are required to register with the following agencies. Please note that this information is also outlined at the State website given above.

- **Internal Revenue Service** - You will need to get an **Employer Identification Number (EIN)** in order to remit the Federal Tax Withholding and make FUTA (Federal Unemployment Tax) payments for your employees. Call 1-800-829-4933 or go to [www.irs.gov](http://www.irs.gov)
- **State Tax Commission** - You will need to get a **State Withholding Number** in order to remit the State Tax you withhold from payroll, and it is located at 210 North 1950 West, Salt Lake City, UT (Telephone: 801-297-2200).
- **State Unemployment Insurance** - State unemployment insurance is required for companies with employees. For further information contact the [Utah Department of Workforce Services \(Job Service\)](#).
- **Worker's Compensation Insurance** is required of all employers. This insurance may be obtained from private companies or the State Insurance Fund. Contact the [Worker's Compensation Fund of Utah](#), 392 East 6400 South, Salt Lake City, UT. (Telephone: 801-288-8000).

#### **If you need to contact other State Agencies:**

- A. B. C.** (Alcohol Beverage Control) at 1625 S 900 W, S.L.C. 801-977-6800 thru 10, Fax # 801-977-6889
- Agricultural Department** 350 N Redwood Rd, S.L.C. 801-538-7124, Fax # 801-538-4949
- Health Department** 788 E Wood Oak Lane (5380 S) 385-468-3845 Fax 385-468-3846 Food, or 385-468-3835  
Person
- Professional Occupation License (D.P.O.L.) Contractor License** 160 E 300 S. 801-530-6723
- Child Care Licensing** 3760 S Highland Dr #203 S.L.C. 801-273-6617

**West Valley City, Business Licensing Department  
3600 South Constitution Blvd.**

***West Valley City, UT 84119***

Telephone: (801) 963-3290; Fax: (801) 963-3541

**IMPORTANT NOTICE**

**WEST VALLEY CITY  
BUSINESS LICENSE DEPARTMENT**

Please be aware that you are NOT authorized to operate your business until you have received your business license from the Business License Department.

State and local statutes require that several agencies inspect your establishment concerning health and safety issues. The inspectors are authorized to inspect for their department/division only; approval of any one inspector does not constitute approval of your business license.

Your license will be issued to you by the Business License Department only upon completion and compliance with the entire process.

Should you choose to operate your business prior to the issuance of a West Valley City Business License, you will be operating in direct violation of the Business License Ordinance and subject to **DOUBLE LICENSE FEES**, back fees and/or any other civil or criminal penalties as prescribed by law.

If you have any questions or need assistance, please call 963-3290, or come to the West Valley City Business License Department, West Valley City Center, 3600 South Constitution Blvd. (2700 West), West Valley City, UT 84119.

I HAVE READ AND UNDERSTAND THE ABOVE.

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Signature of Applicant

Date

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Business Name

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Business Address

## **Congratulations on opening your business in West Valley City!**

As we are sure you are aware, and in accordance with City Code 24-7, you are accountable for cleaning and maintaining your property. Cleaning your property not only helps to keep our city clean, however, some cleaning methods can also be hazardous to the environment. Special precautions must be taken to protect our Storm Water Runoff and Drainage System.

Storm Water runoff (i.e. rain and snow melt) carry pollutants, metals, toxins, oils and grease, litter leaves, grass clippings, fertilizers and pesticides to the nearby storm drain (not the sanitary sewer system). The Storm Water is not treated before it reenters the Jordan River, Decker Lake or the Great Salt Lake; therefore, it is imperative that pollution prevention methods are established in your place of business.

An example of preventing these pollutants from flowing to the storm drain is to clean the parking lot by sweeping to clean it rather than hosing it down. Policing your property for garbage and disposing of it properly. Dump waste water at the proper disposal site.

Additionally, you should be cognizant of City Code 18-9-104 and 105 which prohibits obstruction, contributing to obstruction, and dumping into storm drains. Pollutants entering the storm drain system present several risks, including health, welfare and safety to the public and the environment. Therefore, it is illegal for anyone to intentionally or unintentionally dump debris, petroleum, chemicals, detergents, paints, pesticides, herbicides, metals, acid or base product, solids or liquid waste products, hazardous waste products, and/or human or animal waste into the storm drain. Violations, citations, penalties and fines may be the consequence to these actions.

**Nothing is ever to enter the storm drain system except for rain water and snow melt.**

Businesses must take special precautions to protect Storm Water runoff  
Please watch a 3-minute **Storm Water Best Management Practices video**.  
Follow the link below.

Included is a sample check list you may use for guidance.

If you need additional assistance, would like us to assist in training employees or developing your Storm Water Pollution Prevention Plan, please feel free to contact Storm Water Education line at (801) 963-3448.

Thank you in advance for your efforts in preventing pollution and keeping West Valley City clean.

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**General Information and Education 801-963-3448**

**Mandatory Storm Water BMP Video [www.wvc-ut.gov/stormwaterBMPVideo](http://www.wvc-ut.gov/stormwaterBMPVideo).**

**Spill Response Assistance 801-509-2005**

**Emergency Response 911**

**Dispatch 801-840-4000**

<b>Name of Business</b>	
<b>Facilities/Property Manager</b>	
<b>Address</b>	
<b>Email</b>	

## STORM WATER BEST MANAGEMENT PRACTICES CHECKLIST

### GOOD HOUSEKEEPING FOR BUSINESSES AND THEIR PROPERTY

Yes	No	
		Outdoor sidewalks, gutter and parking lot are cleaned by sweeper, vacuum or shovel (Not hosed down).
		Debris from sidewalks, gutter and parking lot is disposed of properly, and not allowed to enter the storm drain.
		Storm Drains are identified and clearly marked.
		Employees are properly trained on housekeeping measures.
		Employees are trained in storm drain protection and emergency spill prevention.
		Storm Drains are maintained, cleaned, and inspected annually.

### GARBAGE AND DUMPSTERS

		Garbage containers are emptied and not overflowing.
		Ashtrays are provided for customers/employees and emptied regularly.
		Dumpsters are closed after use.
		Dumpster area is maintained as not to allow contaminants to flow into the storm drain system during a rainstorm.
		Dumpster area is designed to prevent run off contamination.

### HAZARDOUS MATERIALS

		Hazardous Materials are covered and stored.
		Hazardous Materials are inspected regularly for leaks and container failure.
		Ensure proper disposal and cleanup of Hazardous Materials call SLVHD 313-6700
		Employees are trained in Hazardous Spill Recovery and Disposal.

### VEHICLE MAINTENANCE

		Vehicles are well maintained.
		Vehicles are inspected for leaks regularly.
		Vehicles are washed at a commercial car wash or washing area with treatment design and/or connection.
		Storm drains are protected from detergents and waste water.

### POWER WASHING AND CARPET CLEANING

		Waste water from carpet cleaning and power washing must be disposed of properly ( <i>do not use the storm drain as a method for disposal</i> ) Call GHID (801)968-3551.
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### LANDSCAPING

		Use of fertilizers and pesticides are limited.
		Spills or excess fertilizers and pesticides are swept up disposed of properly.
		Grass clippings, leaves, soil and other debris is swept back into the grass area, or swept up and disposed of properly.
		Flower beds, park strips are planted to prevent erosion of soil.
		Watering is limited to green areas and does not overflow or spray onto the pavement.

### POOL, HOT TUB AND JACUZI CLEANING

		Ensure that drainage enters the sanitary sewer system or contact the Salt Lake Valley Health Department at 385-468-3860
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# INDUSTRY DISCHARGE QUESTIONNAIRE

New Business Form       Renewal Form

## Section: 1

Name of Business: \_\_\_\_\_

Property Address: (street, city, zip) \_\_\_\_\_

Mailing Address: (street, city, zip) \_\_\_\_\_

Contact Person: (Name) \_\_\_\_\_

Contact Person: (Title) \_\_\_\_\_ Phone # \_\_\_\_\_

Facility is: Owned:  Leased:  Home Business:  Other: \_\_\_\_\_

Check the appropriate box's which may apply to your business or give a brief description below of the business products or service's provided;

- |                                      |                                      |                                       |  |
|--------------------------------------|--------------------------------------|---------------------------------------|--|
| <input type="checkbox"/> Auto-body   | <input type="checkbox"/> Car Wash    | <input type="checkbox"/> Machine Shop | <input type="checkbox"/> Restaurant / Fast Foods   |
| <input type="checkbox"/> Auto-repair | <input type="checkbox"/> Dental      | <input type="checkbox"/> Medical      | <input type="checkbox"/> Screen Printer / Printing |
| <input type="checkbox"/> Auto-sales  | <input type="checkbox"/> Dry Cleaner | <input type="checkbox"/> Office Only  | <input type="checkbox"/> Warehouse / Storage       |
| <input type="checkbox"/> Other       |                                      |                                       |  |

**Required; Brief Description of business:** \_\_\_\_\_

## Section: 2

Average Number of Employees: Day: \_\_\_\_\_ Afternoon: \_\_\_\_\_ Night: \_\_\_\_\_ Total: \_\_\_\_\_

Types of Waste Water Discharges; other than SANITARY WASTEWATER (restrooms) check the box's below which may apply to your business

- |  |  |
|--|--|
| <input type="checkbox"/> Non-Contact Cooling Water | <input type="checkbox"/> Equipment Wash Down |
| <input type="checkbox"/> Contact Cooling Water     | <input type="checkbox"/> Boiler Blow Down    |

*Other Discharges; Explain:* \_\_\_\_\_

List Expected Daily Water Use in Gallons Per Day (GPD): \_\_\_\_\_

## Section: 3

Are any of your process discharges regulated by Federal Categorical Discharge Standards? Yes  No

*If yes*, list Standards: Code of Federal Regulations (CFR) \_\_\_\_\_

Will any chemicals be used or stored on site? Yes  No

*If yes*, list chemicals that will be on site in quantities of 55 gallons or 500 lbs or more on the back of this form.

Will any hazardous waste be generated at this facility? Yes  No

*If yes*, list types on the back of this form.

*Any Questions please call Central Valley Water Reclamation Facility Industrial Pretreatment Department (801) 973-9100*

I have personally examined and am familiar with the information submitted in this report and any attachments. Based on my inquiry of those individuals immediately responsible for obtaining the information reported herein is true, accurate, and complete

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

( FOR C.V.W.R.F. USE ONLY )

Business Classification: ( \_\_\_\_\_ )

Is there a (GOSI) Installed at this location: Yes  No       Is a (GOSI) Needed at this location: Yes  No Reviewed by: (CV) \_\_\_\_\_ Date: \_\_\_\_\_

## CHEMICALS USED

CHEMICAL NAME	AMOUNT STORED	AMOUNT USED

## HAZARDOUS WASTES

NAME	EXPECTED MONTHLY GENERATION QUANTITY	DISPOSAL METHOD